DoD Contractor Personnel Office

DOCPER Contractor Online Processing System

Instruction Manual for Online Processing

Version 2.0   Date: 26 July 2006

Goals of the DCOPS System and Process

- **Streamline "paper-flow" (Presidential Management Agenda)**

- **Increase Security (FOUO Information)**

- **Simplify Record Keeping**

- **Improve Reliability of Data**

- **Reduce data entry errors**

5 COR Steps to TESA/ASSA Approval Process Overview (Phase 1)

COR Step 1: Initiate process

COR transmits KO-signed designation letter to DOCPER.

DOCPER generates COR login & initial password

COR Step 2: "Complete"/Submit DCOPS Contract

Phase I: Contract Approval

COR completes **online AE 715-9A,** uploads documents

COR submits completed contract to DOCPER

DOCPER returns for modification/correction Or DOCPER notifies COR if contract rejected

DOCPER reviews contract documents

- Approves (DOCPER approval) or
- Denies contract

Phase I done: contract approved, both DOCPER and Land concurrently approve.

Status Approved
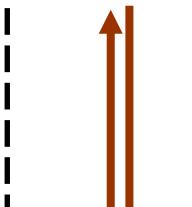
Land reviews contract documents:
- Approves (Land approval) or
- Denies contract

DOCPER notifies COR of approval to proceed

Phase II: Individual Application Approval

5 COR Steps to TESA/ASSA Approval Process Overview (Phase 2)

Phase I: Contract Approval

Phase II: Individual Application Approval

DOCPER notifies COR of approval to proceed

COR Step 3: Generate the Applicant

COR "generates" applicant's DCOPS login ID

COR Step 4: "Complete" application

COR notifies Applicant to complete application

Applicant submits completed application to COR
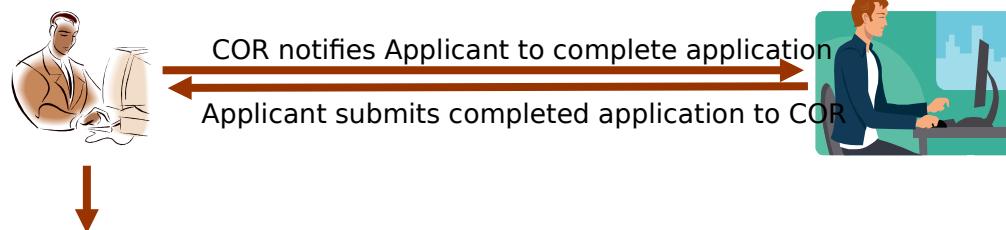
Applicant completes **online AE FORM 715-9C & uploads documents**

COR Step 5: Submit DCOPS Application

COR submits completed application to DOCPER

DOCPER returns for modification/correction Or DOCPER notifies COR if status denied
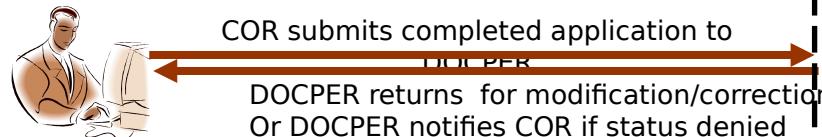
DOCPER reviews applicant document
- Approves (DOCPER approval) or
- Denies applicant accreditation

Phase II done: Individual Application Status accreditation approved DOCPER issues 1172-2
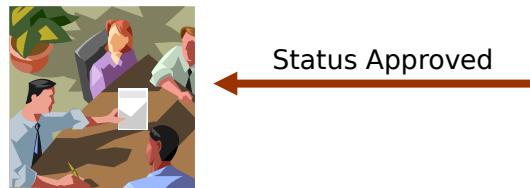
Status Approved

Land reviews applicant documents:
- Approves (Land approval) or
- Denies applicant accreditation

TESA/ASSA Approval Process - Details

- **Levels of Status Accreditation**
  - **ME – Military Exigency, 10 weeks, requires ME Memo signed by O-6 or above**
  - **Conditional – 120 days, bilateral approval, no German address yet**
  - **Full – earlier of 3 years/end of contract, bilateral approval, German address**

- **Can begin submitting Applications upon DOCPER Contract Approval**

- **"Contract Notification" and "COR Transmittal" Memoranda no longer required**

- **DCOPS enables delegation**
  - **to PM (contract and applications) and**
  - **to Applicant (applications)**

- **DCOPS not for TESA/ASSA TDY or FAX-Back**

- **Concept of "Managing by DCOPS Status"**

"Managing by DCOPS Status"

Each step in the DCOPS process has a corresponding "Status" which reflects current progress in the approval process.

(Not to be confused with *Status under NATO SOFA*)

To "manage" the DCOPS process ask these questions:

Why?

Who triggered the current status?

Who has access under this status?

What action is required?

Contract Status
- **Pending Submission to DOCPER**
- Pending Review by DOCPER
- **Returned to COR**
- Approved by DOCPER
- Disapproved by DOCPER
- **Land OK (Phase I Done)**
- Mod Requested by COR
- **Mod Pending Submission to DOCPER**
- Mod Pending Review by DOCPER
- Mod Approved by DOCPER
- **Mod Returned to COR**
- Mod Complete
- **Expired by System**
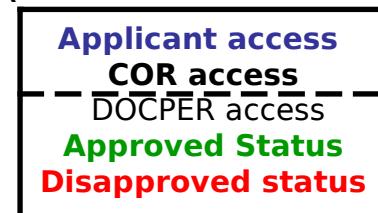
Applicant Status
- **Pending Submission to COR**
- **Pending Review by COR**
- **Returned to Applicant**
- Pending Review by DOCPER
- Approved by DOCPER
- Approved by DOCPER – ME
- **Land OK (Phase II Done)**
- **Denied (DOCPER) – JD, OR, Qual ***
- **Denied (Land) - JD, OR, Qual ***
- **Application Expired**
- **Job Offer Declined**
- **Deferred**
- **Replaced**
- **Returned Without Action**
- **Terminated**

Applicant access
COR access
- - - - - - - - - - -
DOCPER access
Approved Status
Disapproved status

DCOPS Access

DCOPS provides log-in URL, ID (authenticated Email address) and temporary password which enables access.

Subject: Contract Notification--DOCPER Contractor Online Processing System

You have been confirmed as the COR for:

    Contract Number: CN123456-45
    Delivery Order: DL123456

You must login to the DOCPER Contractor Online Processing System WEB application to fill out the Contraction Notification Form (715-9A) and to add applicants to this contract.

Your User ID is your email address
Your Initial Password will be AAaa##8349
(note: you will be prompted to change your password upon your first logon)

To login, click on the link below (or cut and paste the link into your browser address block)

https://dcops.hqusareur.army.mil/users?guid=f95c7cffe1d54539800df9bc918396de

NOTE: you must initially use the entire link displayed above---it contains a proprietary Globally Unique Identifier (GUID) to verify that this email authorized your use of this system.

Once you have successfully logged on, you will not need the GUID in the URL for future logins.

Remember, to start the approval process, we must have your current contract-related information:

1) COR transmittal letter (no specific format)
2) Copy of the signed contract document
3) Copy of the Statement of Work (SOW)
4) Copy of all Subcontractor agreements (if applicable)
5) Copy of all TE/AS/TC Job Descriptions
6) COR Designation Letter (must be signed by Contracting Officer)

The Contracting Officer's Representative (COR) notifies the DOD Contractor Personnel Office (DOCPER) that he/she is the COR for a particular contract to be used in Germany.

The COR provides his/her COR designation letter (signed by the Contracting Officer, or KO) via PDF format or by fax.

DOCPER assigns an action team to work with the COR.   The DOCPER team provides a login and password to the COR via e-mail, and enters the contract number in the database.

The COR can now log in and see his/her contract.
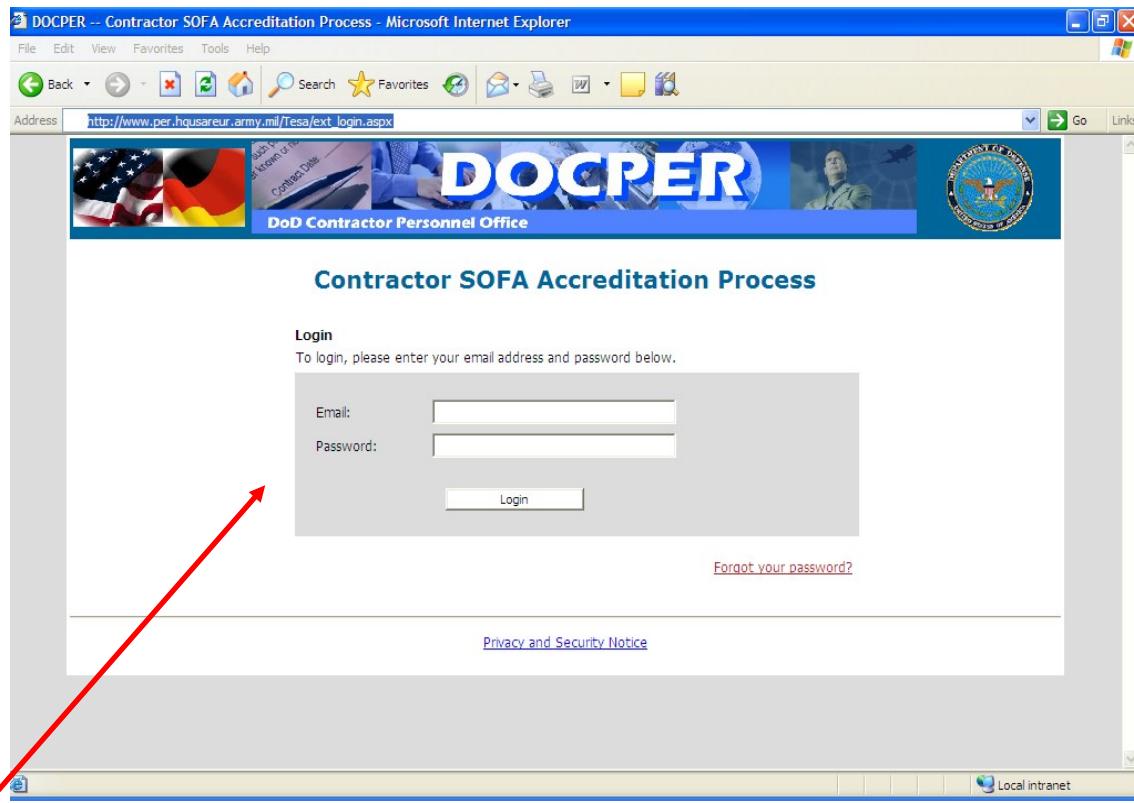
DCOPS Contract Management

In this case, we can see the COR has three contracts in the TESA database.   The COR sees that the latest contract (bottom-listed) is at the beginning stage, "Pending submission to DOCPER."

Step 2: "Complete" and Submit the contract

The COR clicks on the "715-9A" link (the number of the contract notification form), and is presented with the first page of the form.

Each of the pages he/she must complete are noted in the blue box to the left of the form.

The Upload Documentation link will be described in later slide.

Stepwise Contract Completion Tracking

A check appears next to each item listed in the blue box as it is completed and saved.

Step 2: "Complete" and Submit the

Delegating to the PM (/POC)

Once the basic information is entered, the COR can delegate completion of the contract information to the contract Program Manager (PM), the contractor employee with oversight responsibility of the contract or delivery order at issue.

To delegate to the PM, the COR indicates "yes" (clicking the radio button).

COR only

Step 2: "Complete" and Submit the contract

Delegating to the PM

After receiving an e-mail from the COR giving him the link to the login screen and a password, the PM can log in.

The PM sees only the contract(s) for which (s)he is the designated PM.....

And those sections of the contract that (s)he can complete....

Program Manager sees a subset of the contract process.

PM only

Step 2: "Complete" and Submit the contract

Completing Agency and Company Information

The COR|PM completes the 715-9A form….

Adding/Editing Sub-contractors

The COR|PM can also edit or remove existing subcontractors … or add one.

Adding Job Positions

The next task is adding the Job Positions and locations to the form 715-9A. In filling out a new form, there will be no positions to edit. The positions must be ADDED…..

As in all other steps, the COR/PM "Saves and Continues" when done ….

Many

Entering the Work Synopsis

The next task is entering a summary of the performance work statement. Note that text is limited to 2000 characters. A 'counter' will display how many characters are left that can be added to your synopsis...note that when the counter is 0, you will not be able to enter more text.

As in all other steps, the COR/PM "Saves and Continues" when done ....

Uploading Contract Documents

Anytime during the completion of the contract but BEFORE submitting to DOCPER for review, you must upload all of the required documentation.

Print this screen of the uploaded documents for review/records.

Step 2: "Complete" and Submit the

Stepwise Completion Tracking

Once everything is complete, each item in the blue box (red circle) is checked. Now the COR—(PM does not have this function)---can give a final review of the application....

Contract Completion Verification

If there are mistakes or missing data in the 715-9A, DCOPS will note the parts requiring completion / revision.

Clicking on the "section" blue link redirects to the page with missing data.

Contract Completion Verification

Once all areas are marked complete, the COR can submit to DOCPER for review

Contract Notification Email

The COR submitting contract notification to DOCPER generates two e-mails……

All required fields on your application are complete. --- **Submit to DOCPER for Review**

Below is all of the information you have entered into your Form 715-9A.

….. One e-mail to DOCPER, saying that a Contract Notification has been sent

…. And a confirmation to the COR saying that the Contract Notification has been sent to DOCPER

COR Form 715-9A Review - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: DOCPER_TESA.Web_Site@us.army.mil   Sent: Sun 1/15/2006 2:53 PM
To: dennis.p.sullivan@cpoceur.army.mil
Cc:
Subject: COR Form 715-9A Review

```
John Smith has submitted their Form 715-A for review.

Contract Number: GS-99F-9999J
Delivery Order: 99-99999-99

Please log into the TESA system to review this Contract Notification form.



=============================================
NOTE: This is an automatically generated message.  Please do not reply to this e-
mail.
=============================================
```

Review of Form 715-9A from Contractor SOFA Accreditation Process - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: DOCPER_TESA.Web_Site@us.army.mil   Sent: Sun 1/15/2006 2:53 PM
To: dennis.p.sullivan@cpoceur.army.mil
Cc:
Subject: Review of Form 715-9A from Contractor SOFA Accreditation Process

```
Your Form 715-9A has been submitted to the DOCPER for review.

Contract Number: GS-99F-9999J
Delivery Order: 99-99999-99

Please contact DOCPER if you have any questions.



=============================================
NOTE: This is an automatically generated message.  Please do not reply to this e-
mail.
=============================================
```
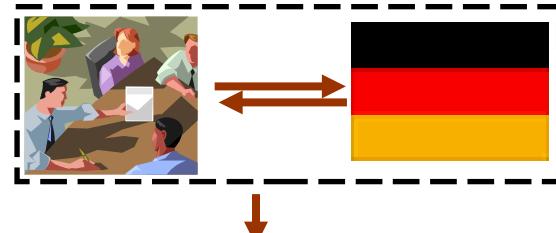
Desired Outcome: Phase I Complete: contract approved

Step 2: "Complete" and Submit the contract

The contract status for that contract will now show as "Pending Approval by DOCPER"…..

Processing options are "grayed out" indicating that the COR cannot revise it or add applicants until DOCPER responds.

If changes are required, through correspondence the status will be changed to "Returned to COR," enabling COR access.

Clicking on "Applicants" brings up the list of positions approved for a the Contract/Delivery Order…..

"Select"ing the position and entering applicant information, generates DCOPS Applicant ID + Email.

Applicants receive individual logons and passwords, and can then fill out the application.

Maintaining applicants / positions

Every time you create an applicant for a position, the "Available" column is reduced by one.

Once the available count is 0, you may not select anymore applicants UNLESS you Remove, Terminate or Replace one applicants in the position/location.

Note also, that if a particular Job is Disapproved or "New" (i.e., pending review by DOCPER), the Select link will be grayed out.

Delegating to the PM

The Program Manager (if authorized by the COR) can also log in and see the same screen....

NOTE: The COR is always responsible

- for the accuracy of the information and

- for transmission to DOCPER.

Step 3: COR generates Applicant's DOCPER

Generating Applicants

Once the company knows who they wish to submit for accreditation under the contract, either the COR or the Program Manager can enter the name and e-mail address of the "Applicant" into the system.

Once a position is approved, a select button on the View Applicant web page will be 'enabled'. Click on this link to generate an applicant for this position/location.

Clicking on "Generate the Applicant Login" sends an e-mail to the "Applicant" assigning him/her a password to log into the system and fill out an application….

Step 3: COR generates Applicant's DOCPER Login ID

Applicant Notification Confirmation Email

…. The COR/PM receives a confirmation that the e-mail was sent……

Step 4: "Complete" the Application

Delegating to the Applicant

Communication

2-way process

NOTE: The COR is always responsible
- for the accuracy of the information and
- for transmission to DOCPER.

The new Applicant, Mary Smith, can now log in and complete her application......

DOCPER
DoD Contractor Personnel Office

Contractor SOFA Accreditation Process

Login
To login, please enter your email address and password below.

Email: mary.smith@AOL.com
Password: ●●●●●●●●●●

Login

Forgot your password?

Privacy and Security Notice

Applicant Log-In

Once the applicant logs on, here's the screen she will see…..

The first item is to create her application….

Stepwise Application Completion

The applicant completes the application, page by page, including uploading application documents.....

Step 4: "Complete" the

Applicant Document Uploading

1) Applicants can upload their job offer letter and resume. These are not required before the Applicant can submit their application, BUT are required before the COR|PM submits to DOCPER.

2) Once the applicant completes entering information, the Form 715-9C is automatically formatted in DCOPS. (Either COR or Applicant) Print the 715-9C, obtain applicant signature, then scan and upload printed and signed application into DCOPS.
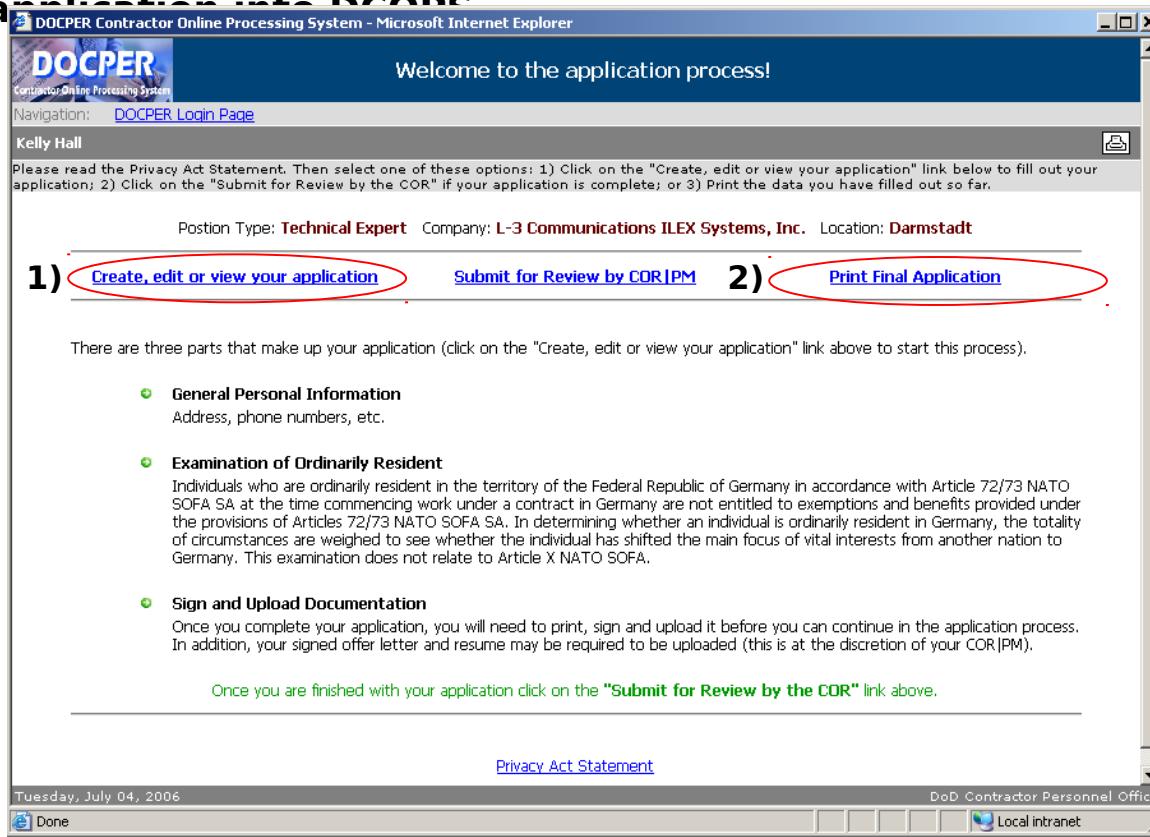
Upload Verification

If the applicant Reviews or tries to submit their applicant for review,

the system verifies that the Form 715-9C has been uploaded.

Position Type: **Technical Expert**   Company: **L-3 Communications ILEX Systems,**

edit or view your application | **Submit for Review by COR|PM**

section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark
title on the left hand menu. When all of the sections are checked, press the Main Menu link at the top of this page for

three parts that make up your application (click on the "Create, edit or view your applica

| Review Application | | Save and Continue | | Cancel |

Navigation: Main Menu | Application Process Main Menu

Kelly Hall

Please review the information listed below

Return to Application Review

Form 715-9A is required before your Application can be considered by the COR. If you have your signed Resume and Job Offer, please upload it as well.

Note, before your application can be submitted to the German authorities, all 3 documents must be uploaded by you or your COR|PM.

Required Documentation	Files that have been uploaded
✓ Signed Form 715-9C	d:\work\Test Form Kelly.rtf
♦ Signed Resume	
♦ Signed Offer Letter	

First, click the Browse button and find the file you want to upload. Then **select** from the document target drop down list the subject that your file refers to. Once the Source and Target have been selected, press the Upload Button. Continue uploading files for all required documentation topics listed above.

Select Source: [   ] Browse...

Select Target: [Select Document Target ▼] Upload

File **d:\work\Test Form Kelly.rtf** uploaded successfully

Tuesday, July 04, 2006   DoD Contractor Personnel Office

Done   Local intranet

Step 4: "Complete" the

Application Completion Verification

If the applicant tries to submit before the application is properly completed, the applicant will be notified of *required information* that must be completed or corrected.


Step 4: "Complete" the

Once complete, the applicant can submit his/her application to the COR.

…. Either from the main menu….

…. Or from the applicant form page….

Upon submission of the application to the COR, the system will generate an e-mail, notifying the COR that an applicant package has been sent to the COR for review.

Type of work you are applying for is: Technical Expert   Company: General Dynamics   Location: Heidelberg, Germany

Create, edit or view your application | Submit for Review by the COR | Print Final Application

---

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DOCPER
Contractor SOFA Accreditation

Submit for Review to the Contracting Officer's Representative

logout

Navigation: Main Menu | Application Process Main Menu

Mary Smith

Please review the information listed below

All required fields on your application are complete.

If you are ready to print and submit you application for review by John Smith, the Representative for this contract, please click on the SUBMIT button

NOTE: Once the SUBMIT button has been pressed, you will **NO LONGER** be able to log in and edit any of the data in your application.

SUBMIT

Back To Main Menu Page

Sunday, January 15, 2006

Review of Application from Contractor SOFA Accreditation Process - M...

File Edit View Insert Format Tools Actions Help

Reply   Reply to All   Forward

From: DOCPER_TESA.Web_Site@us.army.mil   Sent: Tue 1/17/2006 9:32 AM
To: dennis.p.sullivan@cpoceur.army.mil
Cc:
Subject: Review of Application from Contractor SOFA Accreditation Process

Mary Smith has submitted their application for your review.

Contract Number: GS-99F-9999J
Delivery Order: 99-99999-99

Please log into the TESA system to review this application.

Contact your DOCPER representative if you have any questions.

==
NOTE: This is an automatically generated message. Please do

Step 4: "Complete" the

COR Application Disapproval

If the application is denied by the COR, or needs further work, he/she can click the "No" radio button, disapproving the application……

As appropriate, the COR can add comments, or list the application defects needing correction….

NOTE: The COR is always responsible

- for the accuracy of the information and

- for transmission to DOCPER.

Step 4: "Complete" the

COR | PM Applicant Document Uploading

Once an applicant has submitted their application for review, access the View Applicant screen and click on their Name.

Two links have been added to the Review Applicant screen.
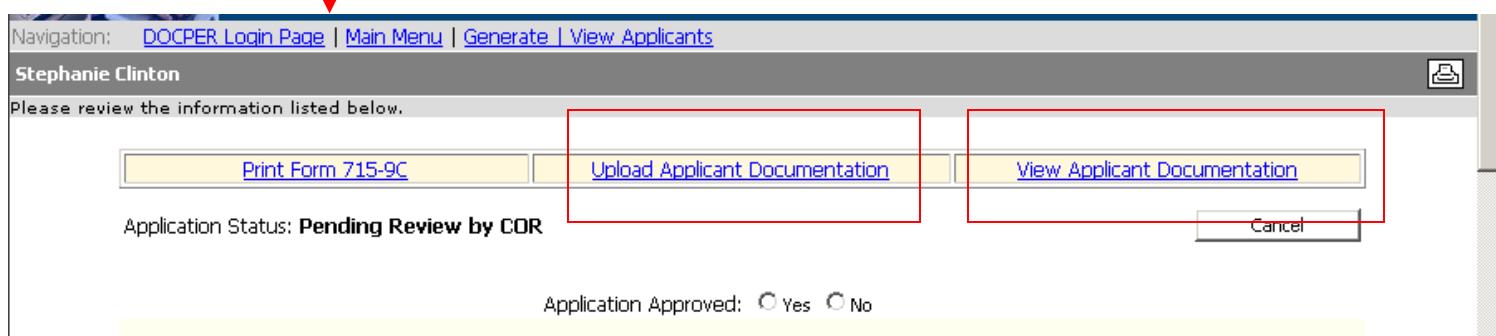
NOTE: The COR is always responsible

- for the accuracy of the information and

- for transmission to DOCPER.

Step 4: "Complete" the

Document Upload Monitoring

This screen is the same format as the applicant upload web page WITH the additional required documentation.

You can print this screen of the uploaded documents for your review/records.

Note: File Name "normalization"

Note: When you want to view or print a document that has been uploaded, please note that the file name has been **normalized** (renamed).

e.g., the uploaded document 'd:\work\Test Form Kelly.rtf' becomes **959_7210_Form715_9C.rtf.**

959 is our internal contract #; **7210** is our internal applicant ID; **Form715_9C** is the generic name for this documentation type.

NOTE: DOCPER sees the exact same screen that you do. When an applicant uploads a document it can be viewed by DOCPER—i.e., no further action is ever necessary by you for DOCPER to see anything that an applicant uploads.

Step 4: "Complete" the

"Managing by Status" – Example 2

The COR or PM can now log in and see that the status of Bill Carter's application now indicates that the COR has returned it for correction

Step 5: Submit the Application

The COR can then log in…..

… and go the contract….

Click on "Applicants"….

Call up the applicant's submission….

**… and review and act on the application…..**

Submit the Application for Phase II Review

Once all the documentation has been uploaded, the 'Digital Request Memo' includes a list of statements that the COR certifies when submitting this applicant to DOCPER.

Please read these statements carefully before pressing the **Submit to DOCPER for Review** **link.**

Phase II: Application Approval

Desired Outcome:
Phase II Complete:
applicant approved

Continuous DCOPS Improvement....

- The preceding pages give you a feeling for how DCOPS works

- As we get more feedback regarding system issues, DOCPER will refine this guidance.

- We plan to keep the guidance at less than 50 pages.

- Please provide comments or questions to:

    william.kruft@us.army.mil, DOCPER